



# SPILSBY TOWN COUNCIL

11<sup>th</sup> February 2020

Dear Councillor,

You are hereby summoned to attend an Extra Ordinary meeting of Spilsby Town Council to be held on **Tuesday, 18<sup>th</sup> February** in the Council Chamber, Franklin Hall, Halton Road, Spilsby commencing at **7.00 pm**.

YVONNE SMITH  
(Town Clerk)

## AGENDA

1. Apologies for Absence (BS) (2 mins)  
To receive and accept apologies where valid reasons for absence have been given to the Town Clerk prior to the meeting.
2. To receive declarations of interest under the Localism Act 2011-being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written request for dispensation. (ALL) (2 mins)
3. To consider communications strategy
  - a. Response for attendances
  - b. Response to emails sent out by the Clerks where a necessary response is required
  - c. Action necessary for 'information only' emails
  - d. Consider browser platform
  - e. Report forms for meetings, timings of distribution for consideration prior to meetings
4. To receive an update on the website proposals (AW)
5. To consider and approve a Job Evaluation for the Clerks and also to consider that Spilsby Town Council be re designated as an LC2 Council on advice received from LALC
6. Personnel
  - a. To consider and approve payment of the agreed 70 extra hours worked by the Town Clerk to clear the back log of work due to operational reasons (ALL)
  - b. To consider and amend as necessary the flexible working arrangements of the Clerks (TT)
  - c. To approve the change of working hours for the Town Clerk- Monday-9am to 5pm Tuesday 9am to 1pm Wednesday none working day Thursday 9am to 5pm Friday 9am to 1pm
7. To appoint three Councillors to be part of the Events Working Group